

## CHECKOUT LAUNCH CONTROL SYSTEM (CLCS) BUSINESS RECORDS

PROCESS	BUSINESS RECORD TITLE	RESPONSIBLE FOR COMPLETION	FILE LOCATION (Office No.)	RETENTION PERIOD	ARCHIVE LOCATION	ARCHIVE PERIOD
Acquisition - Credit Card (CC) KDP-P-1170-BASIC	Credit Card (CC) Purchase Record Form	Credit Card Coordinator	Original and Electronic Media/PCC Rm 3084	End of Project	N/A	N/A
	Credit Card (CC) Purchase Record Form	Requester	Original and Electronic Media/PCC Rm 3084	End of Project	N/A	N/A
	Credit Card Log	Credit Card Coordinator	Original and Electronic Media/PCC Rm 3084	End of Project	N/A	N/A